

**PORTSMOUTH WATER AND FIRE DISTRICT
1944 East Main Road, Portsmouth, Rhode Island**

**Administrative Board Meeting Minutes
March 21, 2017**

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:00 PM by Chairman Philip Driscoll.

Present – Frederick Faerber, Michael Nott, Teri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur

Also present – William McGlinn and David F. Fox

GUEST

Bruce Vanicek, RI Nurseries; Request for Water Main Extension Vanderbilt Ln, Sakonnet Bluffs Subdivision

Attorney Eric Chappell and John Braga were present.

Mr. Nott, seconded by Mr. Faerber, made a motion to:

- **Approve a water main extension for the fourteen (14) house lots located in the proposed Sakonnet Bluffs Subdivision extension and a loop-in from the end of the proposed Vanderbilt Ln. cul-de-sac through the proposed homeowner's association road to Frank Coelho Dr. with the final plan details approved by the General Manager.**
- **Require the developer to provide any easements to the District for the portion of the water main to be located in the home owner's association private road with said easements to be in the location and form required by the General Manager prior to start of construction of the water main.**

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Linn Freedman, Sunset Ln; Request for Water Main Extension Relief

It was noted that Ms. Freedman provided an informational drawing to the Board.

Mr. Fox stated that the presentation can be given; however, a decision should be tabled until the next meeting.

Mr. Nott, seconded by Mr. Molleur, made a motion to table the decision until the next Administrative Board Meeting.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

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Jonathan Harris, Depot St; Re: Request for Auxiliary Relief

Mr. Nott, seconded by Mr. Faerber, made a motion to:

Approve an exception to the rule that requires a separate meter and curb stop for each building and allow an after-meter extension of the water serviceline at 36 Depot St from the proposed house to the proposed barn on the same property, consistent with past practice, and with the approval predicated on the issuance of a building permit from the Town of Portsmouth and with the proviso that said approval is for auxiliary use only and is not an approval for a separate living unit.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

CORRESPONDENCE

Quarterly Fire District Reports, 11/01/16 to 01/31/17 per RIGL 45-12-22.2 – Submitted as Required

Email Dated 2/20/17 from Jeffrey Diehl re: Uses for Surcharge Funds

Mr. McGlenn explained that the RIDWP surcharge is currently being forwarded to the RI Infrastructure Bank, which is interested in putting legislation in place that will allow water systems access to the funds that each system has contributed, which would be used toward water quality improvements such as looping in dead ends and improving sample locations. It was further noted that RI Water Works would be lobbying for the legislation.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of February 21, 2017

Approve Administrative Board Executive Meeting Minutes of February 21, 2017

Mr. Nott, seconded by Ms. Cortvriend, made a motion to approve the Administrative Board Meeting Minutes and Administrative Board Meeting Executive Session Minutes of February 21, 2017.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Approve Special Administrative Board Meeting Minutes of March 15, 2017

Approve Special Administrative Board Executive Meeting Minutes of March 15, 2017

Mr. Nott, seconded by Ms. Cortvriend, made a motion to approve the Special Administrative Board Meeting Minutes and Special Administrative Board Meeting Executive Session Minutes of March 15, 2017.

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A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

New General Manager Search; Discuss Professional Search Firm

Mr. McGlenn noted that only one resume and two informational phone calls have been received thus far. It is hoped that the new person will start May 1 to allow for 6 months of training with Mr. McGlenn; however, it appears that the candidate may only have 5 months of training.

It was noted that Mr. McGlenn will look into the cost of conducting a nationwide search for his position, and report his results at the budget workshop.

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Nott, seconded by Mrs. Cortvriend, made a motion to Approve Payment of Bills Listed in the amount of \$178,352.34.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Approve Special Payments

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to Approve the Special Payment to Moira Gagnon in the amount of \$157.36.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Approve the Electronic Payment for 2002 Bond Principal and Interest for the Amount of \$196,918.13

Mr. Faerber, seconded by Ms. Cortvriend, made a motion to Approve the Electronic Payment for 2002 Bond Principal and Interest in the amount of \$196,918.13.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Approve Transfer of Funds – Nothing Presented

Budget to Actual - Presented

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Summary of Bank Accounts

Mr. McGlinn stated that office staff is looking into investing in T-Bills through Treasury Direct.

Water Receivables Summary - Presented

Administrative Board Election - 2017:

Positions:

Philip T. Driscoll - Clerk

Teri-Denise Cortvriend – Water Commissioner

Schedule: Nomination Papers Available April 14th; Due May 15th; Election June 14th

REPORT FROM GENERAL MANAGER

Water Service Application Approvals - Presented

Demand Report - Presented

Operations Report - Presented

Disposal of Assets

In documentation presented to the board, Mr. McGlinn explained that:

Stanley Holden (Retired) formerly of Water Works Supply, a PWFD vendor, recently contacted PWFD and inquired about 2 parts (Feed Sleeve and Cap and Feed Nut and Yoke Complete), that PWFD had replaced in 2009 (due to being worn out and unusable) for our Mueller B-101, Pipe Main Tapping Machine.

Mr. Holden is interested in purchasing these tapping machine parts from PWFD outright for \$50.00 or trading to PWFD two (2) refurbished tapping drill bits – one ¾” and one 1”. Mr. Holden is interested in these parts since he restores old tapping machines for hobby and sale.

In 2009 PWFD paid roughly \$600.00 for new replacement parts for the tapping machine. Current new tapping drill bits are roughly \$204.00 for the ¾” and \$271.00 for the 1”.

This hardware is unusable to PWFD and would eventually be scrapped with other metal at a value of less than \$10.00. The trade deal is fair and reasonable given the facts.

Mr. Nott, seconded by Ms. Cortvriend, made a motion to Approve the Disposal of Assets in trade for usable items.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

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Water Quality Update

TTHMs

Mr. McGlenn explained that the TTHM results were a bit high at 73.7 ppb, higher than the 10% margin the District requested of Newport Water during negotiations. He would like to see what results will be received for August, 2017 in comparison to the results of 103 ppb for August, 2016.

UCMR4

Mr. McGlenn explained that the District is now required to test for List 1 contaminants: metals, pesticides, semi-volatile organic chemicals (SOCs), alcohols (AM 1), haloacetic Acids (HAAs) (AM 2), and cyanotoxins (AM 3).

Chlorate

Mr. McGlenn noted that the EPA has a health reference level of 210 ppm that should not be exceeded. Due to this, the RI Department of Health is requiring additional testing of chlorates.

DEM Notice of Violation

Mr. McGlenn explained that due to him being on vacation, the September, 2016 sample results were submitted 16 hours late. Due to this being a Tier III violation, it is required to be disclosed in the Consumer Confidence Report.

Subaqueous Pipeline Leak – Update - Presented

Legislative Update

Mr. McGlenn stated that a summary spreadsheet will be presented at the next meeting pertaining to any legislation of interest to the District.

FY-18 Budget Schedule

Budget Workshop April 12, 2017

Budget Approval April 18, 2017

Fire Service – Cost of Service Analysis

Mr. Nott, seconded by Mr. Faerber made a motion to establish the fire protection charges for FY-18 predicated on the Fire Service –Cost of Service Analysis.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

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Hire out GIS Analyst to North Tiverton Fire District

Mr. McGlenn contacted the District's Worker's Compensation insurance and was informed that there would not be an issue with Mr. Mayo performing work for North Tiverton. Mr. Fox will prepare the necessary contract and present to the Board at the next Board Meeting for approval.

RIWWA Annual Assessment Fee

Mr. Faerber, seconded by Mr. Molleur made a motion to Approve payment of RIWWA Annual Assessment Fee.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

REPORT FROM LEGAL COUNSEL

Mr. Fox stated he has nothing to discuss in Open Session.

EXECUTIVE SESSION 42-46-5 (a) (1) (2)

Mr. Nott, seconded by Ms. Cortvriend, made a motion to go into Executive Session to discuss:

Personnel: 42-46-5(a)(1) :

Replacement Office Manager's Salary Structure

Litigation: 42-46-5 (a) (2)

Middle Creek Farm

Acquisition or Lease of Real Property: 42-46-5 (a) (5)

AT&T Wireless

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Nott, seconded by Mr. Faerber, made a motion to Seal the Executive Session Meeting Minutes of March 21, 2017. Discussed were:

Personnel: 42-46-5(a)(1) :

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Replacement Office Manager's Salary Structure

One vote was taken to approve the Office Manager's Salary Structure.

Litigation: 42-46-5 (a) (2)

Middle Creek Farm

No Vote was taken

Acquisition or Lease of Real Property: 42-46-5 (a) (5)

AT&T Wireless

No vote was taken

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Teri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

ADJOURNMENT

Mr. Czech, seconded by Mr. Faerber, made a motion to adjourn.

A vote was taken and the motion passed with Frederick Faerber, Michael Nott, Terri-Denise Cortvriend, Philip Driscoll, Allen Shers, Theodore Czech and Ronald Molleur voting in the affirmative.

Philip T. Driscoll, Clerk